

BEST PRACTICES FOR HELPING JOB SEEKERS – 2023 Convening Workshop

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[Take the O*Net Interest Profiler: My Next Move Assessment](#): It is fun, and it helps open their eyes to careers that they may not even know of.

My Next Move is an interactive tool for job seekers and students to learn more about their career options. This site has tasks, skills, salary information, and more for over 900 different careers. Users can find careers through keyword search; by browsing industries that employ different types of workers; or through the O*NET Interest Profiler, a tool that offers personalized career suggestions based on a person's interests and level of work experience.

[Explore My Next Move](#)

First: I ask them to take the assessment.

Link: [Labor Market - My Next Move Activity](#).

The screenshot shows the O*NET Interest Profiler website. At the top, there is a navigation bar with the "MY NEXT MOVE" logo on the left and icons for HOME, SEARCH, INDUSTRIES, and INTERESTS on the right. The main content area is titled "O*NET Interest Profiler" and features a large "o-net Interest Profiler" logo. Below the logo, there are links for "User Agreement" and "Proper Use". A question asks "Taken the Interest Profiler before?" with an "Enter scores" button. To the right, a text box provides instructions: "Welcome to the O*NET Interest Profiler! The O*NET Interest Profiler can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do. The O*NET Interest Profiler helps you decide what kinds of careers you might want to explore. On each screen, click the Next button at the bottom to continue. You can use the Back button at the bottom to re-read the instructions or change your answers." Below this text box is a progress bar with buttons for "Start", "Interests", "Results", "Job Zones", "Careers", and "Next". At the bottom of the page, there is a footer with a "Help" section, a "Was this page helpful?" section with thumbs up/down icons, a "Share" section with social media icons, and a "Follow us" section with social media icons. The footer also includes "Link to Us", "Cite this Page", "About this Site", "Privacy", "Disclaimer", and "Site updated October 18, 2022".

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Second: I ask them to put in their three (3) strongest personality types (interest areas). Then click on Go to show them all the careers attached to their personality. We ask them to concentrate on the **Bright Outlook Careers** which will show them the greatest growth areas and the number of jobs. Most times the Bright Outlook jobs pay more and have a much higher income ceiling. Job openings are also posted, and people can apply for jobs right on the website.

MY NEXT MOVE o-net in-it HOME SEARCH INDUSTRIES INTERESTS

What do you want to do for a living?

"I want to be a ..."

Search careers with key words.

Describe your dream career in a few words:

Examples: doctor, build houses

Search

"I'll know it when I see it."

Browse careers by industry.

There are over 900 career options for you to look at. Find yours in one of these industries:

Administration & Support Services

Browse

"I'm not really sure."

Tell us what you like to do.

Answer questions about the type of work you might enjoy. We'll suggest careers that match your interests and training.

Start

Still not sure? Check out careers in these groups:

[Bright Outlook](#) [Interests](#) [Job Prep](#)

Are you a veteran looking for work?
[My Next Move for Veterans](#) helps you find a civilian career similar to your military job.

¿Habla español?
[Mi Proximo Paso](#) incluye tareas, aptitudes, información sobre salarios y más de 900 carreras diferentes.

FIND THE APPRENTICESHIP THAT'S RIGHT FOR YOU APPRENTICESHIP.GOV

BEST PRACTICES FOR HELPING JOB SEEKERS – 2023 Convening Workshop

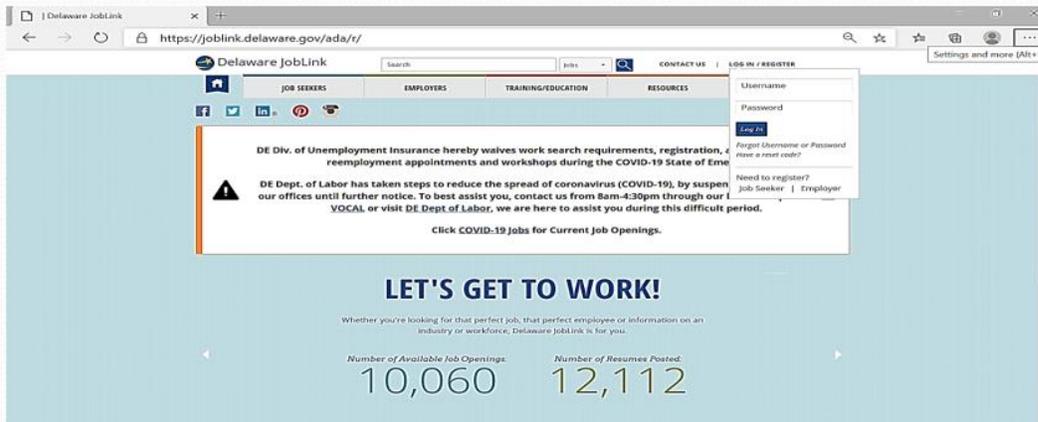
Delaware Joblink Registration:

I like to show clients what types of jobs are out there for them first. Then review how to build their resume in Delaware JobLink. Clients are more motivated if they see there are good paying jobs available for them.

1. Introduce them to the jobs on Delaware JobLink: <https://joblink.delaware.gov>
 - a) Click on Jobseeker Drop Down at the top
 - b) Put in key words (job titles) from My Next Move Assessment or job titles of interest to job seeker
 - c) List your location (zip code)
 - d) List how far you are willing/able to drive (radius)
 - e) Click on search and you will get possible jobs in Delaware
2. To create a resume in DJL they first have to create an account in Delaware Joblink.

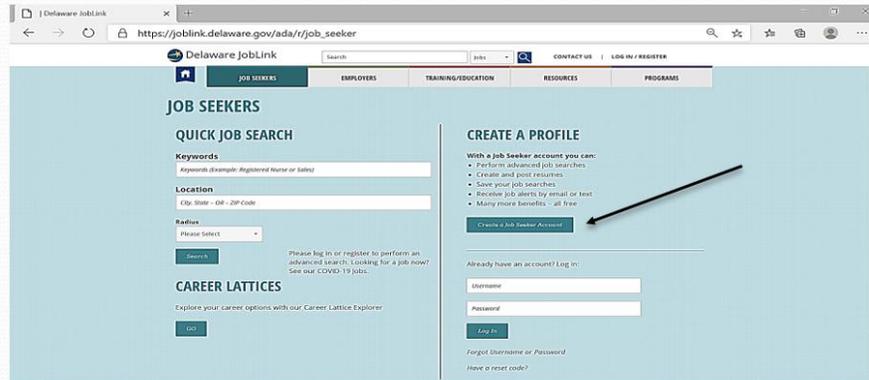
Creating a Jobseeker Account

1. On the DJL Home Page, Click **Log In/Register**, then click **Job Seeker**.



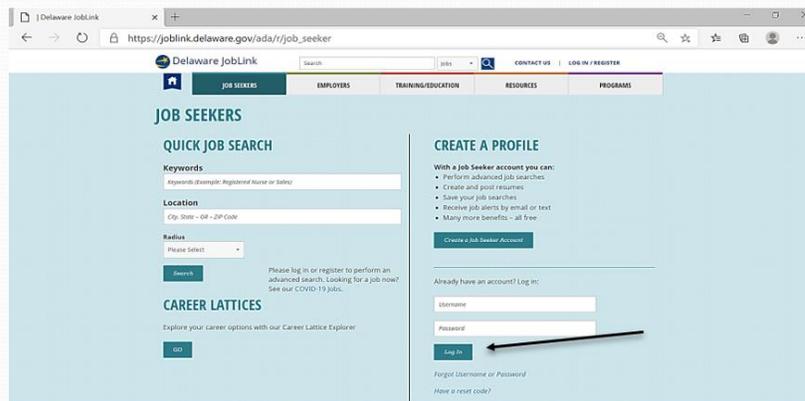
Creating a Job seeker Account cont.

2. The [Job Seeker](#) page appears. Under Create a Profile, click the **Create a Job Seeker Account** button



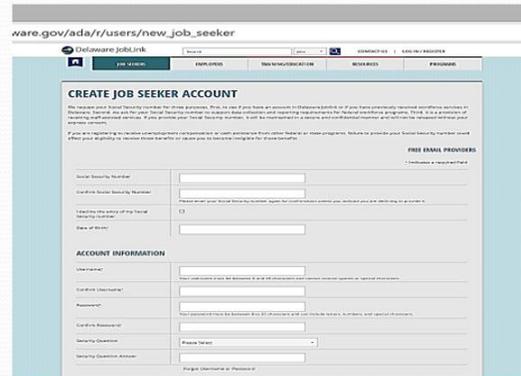
Creating a Job seeker Account cont.

If you already have an account, then click **Log In**



Creating a Job seeker Account cont.

3. The [Create Job Seeker Account](#) page displays
 - Complete all questions
4. Click **Continue** at the bottom of the page



The screenshot shows the 'CREATE JOB SEEKER ACCOUNT' page on the Delaware JobLink website. The page is titled 'CREATE JOB SEEKER ACCOUNT' and includes a navigation menu with 'JOB LINKS', 'EMPLOYERS', 'NEW REGISTRATIONS', 'RESOURCES', and 'PASSWORDS'. The main content area contains a form with the following sections:

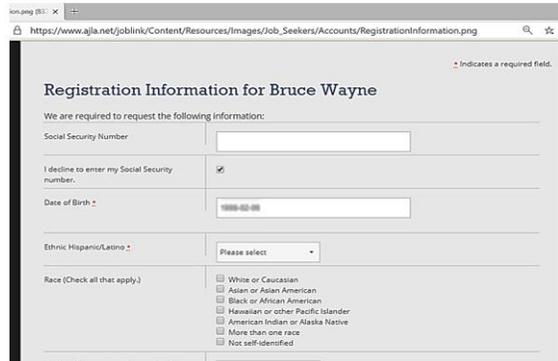
- ACCOUNT INFORMATION**
 - First Name: [Text Input]
 - Last Name: [Text Input]
 - Delaware Social Security Number: [Text Input]
 - Delaware Driver License Number: [Text Input]
 - Delaware State ID Number: [Text Input]
 - Delaware State ID Expiration Date: [Text Input]
 - Delaware State ID Issue Date: [Text Input]
 - Delaware State ID Type: [Text Input]
 - Delaware State ID Category: [Text Input]
 - Delaware State ID Subcategory: [Text Input]
 - Delaware State ID Agency: [Text Input]
 - Delaware State ID Agency Address: [Text Input]
 - Delaware State ID Agency City: [Text Input]
 - Delaware State ID Agency State: [Text Input]
 - Delaware State ID Agency Zip: [Text Input]
 - Delaware State ID Agency Phone: [Text Input]
 - Delaware State ID Agency Email: [Text Input]
 - Delaware State ID Agency Website: [Text Input]
 - Delaware State ID Agency Fax: [Text Input]
 - Delaware State ID Agency Other: [Text Input]
- ACCOUNT INFORMATION**
 - Username: [Text Input]
 - Confirm Username: [Text Input]
 - Password: [Text Input]
 - Confirm Password: [Text Input]
 - Security Question: [Text Input]
 - Security Question Answer: [Text Input]

Creating a Job seeker Account cont.

5. Review the [Terms of Agreement](#) page.
 - If you agree to the Data Privacy Notice and Equal Opportunity Statement sections, and to proceed forward, “I Accept” must be selected.
 - Carefully read the Authorization for Release of Information section and select all of the statements that apply.
 - To verify your selections, type your username and password and click **Continue**.

Registration Information

1. Complete the [Registration Information](#) page



The screenshot shows a web browser window displaying the "Registration Information for Bruce Wayne" page. The page title is "Registration Information for Bruce Wayne". Below the title, it says "We are required to request the following information:". The form includes several fields: "Social Security Number" with an empty input box; "I decline to enter my Social Security number." with a checked checkbox; "Date of Birth" with a date picker showing "MM/DD/YYYY"; "Ethnic Hispanic/Latino" with a "Please select" dropdown menu; and "Race (Check all that apply.)" with a list of checkboxes: "White or Caucasian", "Asian or Asian American", "Black or African American", "Hawaiian or other Pacific Islander", "American Indian or Alaska Native", "More than one race", and "Not self-identified". A small asterisk indicates a required field.

Registration Information cont.

2. Click **Next**.
 - If you answer **Yes** to the active duty question, the [Veteran Service Status](#) page displays.
 - If you answer **Yes** to the veteran spouse question, the [Veteran Spouse Information](#) page displays.
 - If you answer **No** to both the active duty and veteran spouse questions, the Veteran Spouse Information page displays, with only [one question](#).

Veteran Services

- You may or may not see these pages, depending on how you answer questions.
- If you have served in the U.S. military, you will also see different sets of questions as follows:
 - [Service End Date in the Past](#),
 - [Service End Date in the Future](#), or
 - [Service End Date Less Than 180 Days from Start Date](#).
- Complete the questions on the veterans pages, as applicable.
- Click **Next**.

Veteran Spouse Information

- If you answer **Yes** to the veteran spouse question, the [Veteran Spouse Information](#) page displays.
 - Complete the questions and click **Next**.
- All Jobseekers, regardless of veteran spouse status, will see one veteran spouse question:
 - "Are you the spouse or other family caregiver of a wounded, ill, or injured active duty service member?"
- The Migrant or Seasonal Farmworker Status page displays next.

Migrant or Seasonal Farm Worker

After answering any veteran questions, the [Migrant or Seasonal Farmworker Status](#) page displays.

- Migrant workers engaged in certain types of seasonal agricultural work may qualify for additional services.
- If you think you are a migrant or seasonal farmworker, the [Migrant or Seasonal Farmworker Details](#) page displays.

Migrant or Seasonal Farm Worker cont.

1. Complete the Migrant or Seasonal Farmworker pages.
2. Click **Next**.

The Employment Status page displays.

The screenshot shows a web browser window with the URL 'labov10 - dedo46@gmail.com'. The page title is 'Delaware JobLink'. The navigation menu includes 'JOB SEEKERS', 'EMPLOYERS', 'TRAINING/EDUCATION', 'BUSINESS', and 'PROGRAMS'. The main content area is titled 'MIGRANT OR SEASONAL FARMWORKER DETAILS - DJL SAMPLE'. The form contains several questions with 'Please select' dropdown menus:

- In the past 12 months, did you work in farming?*
- In the past 12 months, did you work in food processing?*
- In the past 12 months, was at least half of your total work time in seasonal farming?*
- Did you work for more than one agricultural employer?*
- Were you able to return home every day you worked in farming or food processing?*
- Are you a full-time student who traveled with a group other than your family to work in farming?*
- Were you claimed as a dependent on an eligible family member's income tax return last year?*
- Are you the worker's spouse?*
- Did you receive more than half of your total support from the worker's family during the past 12 months?*
- Can you establish your relationship as the worker's?

*Indicates a required field.

Employment Status

The Employment Status pages provide information about your current employment situation.

1. Complete the questions on the [Employment Status](#) page.
2. Click **Next**.
3. The Unemployment Insurance Status page displays.

Unemployment Insurance Status

The Unemployment Insurance Status page determines if you have been collecting unemployment insurance.

Complete the [Unemployment Insurance Status](#) page and click **Next**:

The screenshot shows a web browser window with the address bar displaying 'rbox (16) - dedoldet@gmail.c...'. The page title is 'Delaware JobLink'. The navigation menu includes 'JOB SEEKERS', 'EMPLOYERS', 'TRAINING/EDUCATION', 'RESOURCES', and 'PROGRAMS'. The main content area is titled 'UNEMPLOYMENT INSURANCE STATUS - DJL SAMPLE'. Below the title, there is a section for 'Unemployment Insurance (UI) Claimant Status' with instructions to 'Read the options and select the one that applies to you.' A dropdown menu is open, showing options: 'Not receiving UI benefits', 'Recently applied for or receiving UI benefits', 'Receiving Trade Readjustment Allowance under Trade Adjustment Assistance', 'Receiving UI benefits for federal employment', 'Receiving UI benefits for military employment', 'Receiving extended UI benefits', and 'Have not had UI benefits'. There are 'Previous' and 'Next' buttons at the bottom of the form.

Unemployment Insurance Status cont.

- If you are male and born on or after January 1, 1960, or if you selected **Prefer not to answer** to the Sex question in Registration Information, the Selective Service page displays.
- If you are female, or a male who was born before January 1, 1960, the Eligibility to Work in the U.S. page displays.

Selective Service

- The [Selective Service](#) page determines if you are registered for selective service.
- Select whether you have registered with the Selective Service. If you have not, click the link to register online; this will open the Selective Service System Online Registration website in a new window.
 1. If you are exempt, fill out the Reason for Exemption text box.
 2. Click **Next**. The [Eligibility to Work in the U.S.](#) page displays.

If you were born a women, you are exempt from Selective Service. Women are to answer yes to this question.

Work Eligibility

The Eligibility to Work in the U.S. page signifies if you are eligible to work in the United States.

1. Complete the following questions on the [Eligibility to Work in the U.S.](#) page.
2. Click **Next**.

The Dislocated Worker Status page displays.

Dislocated Worker

1. Complete the [Dislocated Worker Status](#) page. Read the options and select the one that applies to you and Click Next.
 - a. If you select “None of the Above, the Work Wanted page displays.
 - b. If you selected any of the dislocated worker status options, additional questions on the Dislocated Worker Details page will appear. The answers you select will determine what questions display and what questions are required on the [Dislocated Worker Details](#) page.
2. Click **Next**. The Work Wanted page displays.

Work Wanted

To complete the [Work Wanted](#) section:

1. Type the job you are looking for. A drop-down list may display as you type, providing a more specific job title. You may select a suggested job title or continue typing.
2. Click Update Work Wanted. The [Select Occupation](#) page displays.
3. Click the occupation that most closely matches the job you are seeking. If none of the occupations are a good match or if no occupations are displayed, click Go Back to enter a different job title.

Demographic Information Overview

The [Demographic Information](#) page displays all of the selections you made and the information you provided.

1. Review the information carefully for accuracy.
2. To edit any selections, click the title of the section.
3. Click **Continue** at the bottom of the Review & Edit page.

[Next](#), You are required to create a resume as part of DJL registration.

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Once registered in DJL, we advise clients to **build a resume**. Their occupation will be linked to O*Net codes that are searchable by employers. If clients build a resume, then that resume is searchable by employers. We remind clients that an uploaded resume is “only” a pdf which is just a picture and not searchable.

Resume Builder – Step 1 of 11

Step 1: Resume Overview

1. Complete the **New Resume** page. Fill out the following fields and click **Create Resume**.

NEW RESUME

Tell us about the job you'd like to find. This information will help us better match you to prospective jobs. If you want to upload a resume you have already created in Microsoft Word, answer all questions on this screen and use the field at the bottom of the screen to find and select the resume file to upload. Click **Cancel** to return to your Resumes screen.

* Indicates a required field

| | |
|---------------------------|---|
| Resume Title* | <input type="text"/> |
| Job Title* | <input type="text"/> <small>Enter the title of the job you want, such as Accountant, Fast Food Cook, Interior Painter, Administrative Assistant, etc. We recommend that the job title be based on your experience and training. The job title will be used to create the headline for your resume.</small> |
| Relevant Work Experience* | <input type="text"/> years and <input type="text"/> months <small>Enter the total number of years and months of your work experience that are relevant to the work you are seeking. The months must be less than twelve. If you have nothing to enter in either or both fields, enter zero.</small> |
| Education Level | <input type="text" value="Please Select"/> |

Resume Overview cont.

2. Select Occupation or Work Wanted

DJL searches for occupations that match the job title you provided on the New Resume page.

SELECT OCCUPATION - WORK WANTED FOR CREATIVE WRITER

Select the job title that most closely matches the job you are seeking. This will not appear on your resume but will assist you in your job search and will be used to create an objective statement and a summary of qualifications statement that you can use on your resume. If no occupations are displayed, click **Go Back** to enter a different Job Title

7 MATCHES

- **Poets, Lyricists and Creative Writers**
Poets, Lyricists and Creative Writers : Create original written works, such as scripts, essays, prose, poetry or song lyrics, for publication or performance.
- **Advertising and Promotions Managers**
Advertising and Promotions Managers : Plan, direct, or coordinate advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.
- **Art Directors**
Art Directors : Formulate design concepts and presentation approaches for visual communications media, such as print, broadcasting, and advertising. Direct workers engaged in art work or layout design.
- **Craft Artists**

Resume Overview cont.

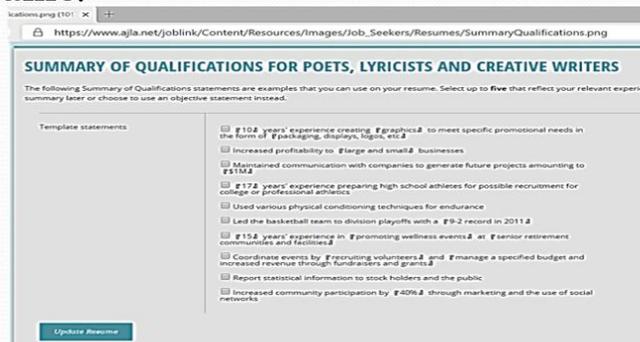
3. **Objective Statement** - Select the one that best matches your objective and click **Update Resume**.



The screenshot shows a web browser window with the URL https://www.ajla.net/joblink/Content/Resources/Images/Job_Seekers/Resumes/ObjectiveStatement.png. The page title is "OBJECTIVE STATEMENT FOR POETS, LYRICISTS AND CREATIVE WRITERS". Below the title, there is a brief instruction: "The following Objective Statements are based upon the type of work you are seeking. You may select one, edit it later, or if none of these seem suitable for you, then you can skip this step and write your own later." A legend indicates that an asterisk (*) denotes a required field. The form contains a section titled "Sample Objective Statements" with a list of ten radio button options. Each option is a sentence describing a job goal, with certain words replaced by bracketed placeholders (e.g., #writer or editorial assistant#, #publishing# company, #utilize cutting edge technologies# in the field of #graphic design and communication#).

Resume Overview cont.

4. **Summary of Qualifications** - DJL provides example summary of qualifications statements. Brackets surround editable sample text. Select up to five that reflect your most relevant experience and click **Update Resume**.



The screenshot shows a web browser window with the URL https://www.ajla.net/joblink/Content/Resources/Images/Job_Seekers/Resumes/SummaryQualifications.png. The page title is "SUMMARY OF QUALIFICATIONS FOR POETS, LYRICISTS AND CREATIVE WRITERS". Below the title, there is a brief instruction: "The following Summary of Qualifications statements are examples that you can use on your resume. Select up to five that reflect your relevant experience summary later or choose to use an objective statement instead." The form contains a section titled "Template statements" with a list of ten checkbox options. Each option is a sentence describing a qualification, with certain words and phrases enclosed in brackets to indicate they are editable (e.g., #10# years' experience creating #graphic# to meet specific promotional needs in the form of #packaging, displays, signs, etc.#).

Address Book – Step 2 of 11



1. The default contact information in your address book is taken from the information provided when your account was first created.

Address Book continued

2. Click the following links to view screenshots of various sections of the Address Book.
 - [Add an Address](#)
 - [Add a Phone Number](#)
 - [Add a Fax Number](#)
 - [Add an Email Address](#)
 - [Add a Web Address](#)

Address Book continued

3. When you are done adding or editing your contact information, click **I Have No More to Add**.
4. If this is your first resume created in DJL, the [Work Experience](#) page displays.
5. If this is not the first resume you have created, the **Review/Edit Selections** page displays.

Work Experience: Step 3 of 11

1. Any existing work experience is listed with a link to each job title. If you have not yet added work experience, none will be listed.
 - a. To edit existing work experience, click the appropriate Job Title link. The [Editing Work Experience](#) page displays. Update any information and click Update Work Experience.
 - b. To update Talents, Tools and Technologies, and Work Activities, click **Review and Edit** Selections.
 - c. To remove existing work experience, click Delete.

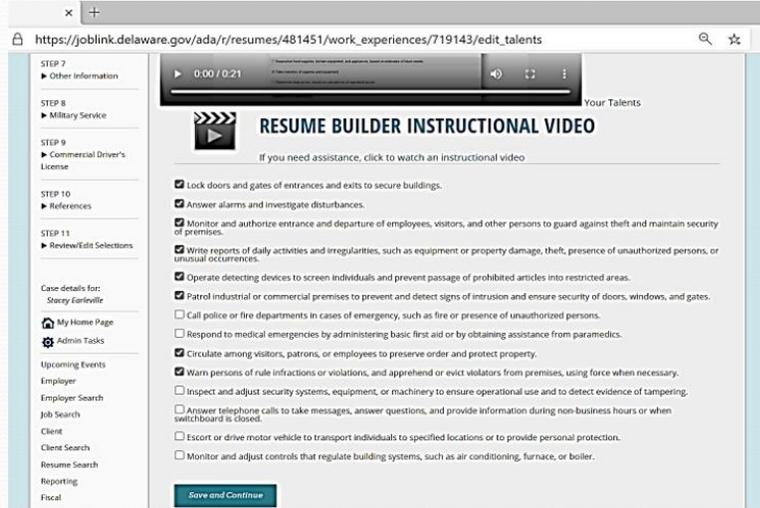
Work Experience continued

- To add new work experience, click Add Work Experience. The [New Work Experience](#) page displays. Complete the page and click **Create Experience**.

| Add Work Experience | |
|------------------------------|--|
| Field | Description |
| Job Title | (Text) Type the title of this work experience. A drop-down list may display as you type to help you provide a more specific job title. A more specific job title will result in better job matches. You may select a suggestion from the drop-down or continue typing. |
| Company Name | (Text) Type the name of the company at which you worked. |
| City | (Text) Type the city in which you worked. |
| State | (Drop-Down) Select the state in which you worked. If you worked outside of the United States, select International. |
| Country | (Drop-Down) Select the country in which you worked. |
| International State/Province | (Text) If you selected a country other than the United States, type the international state/province and international postal code. |
| Start Month/Year | (Text/Calendar) Type or select the month and year in which you started this job. |
| End Month/Year | (Text/Calendar) Type or select the month and year in which you separated from this job. If you are still employed at this company, leave the End Month/Year box blank or select Present. |

Your Talents

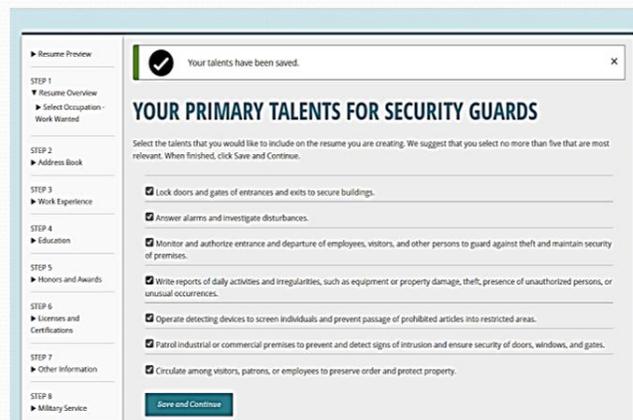
Select all the talents that you used in your work experience.



We encourage clients to list hobbies or talents that demonstrate Leadership or Customer Service skills.

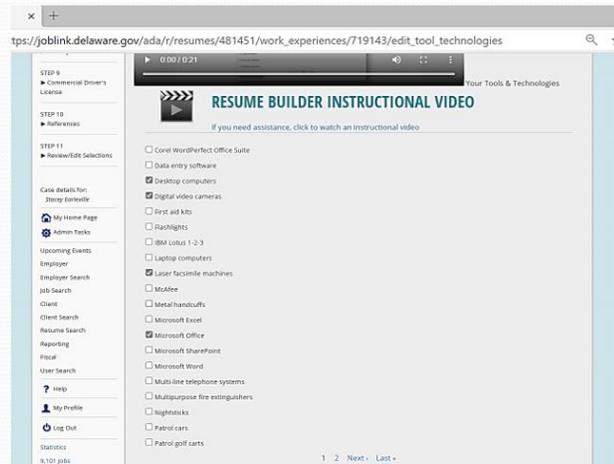
Your Primary Talents

Select the talents that you would like to include on your resume.



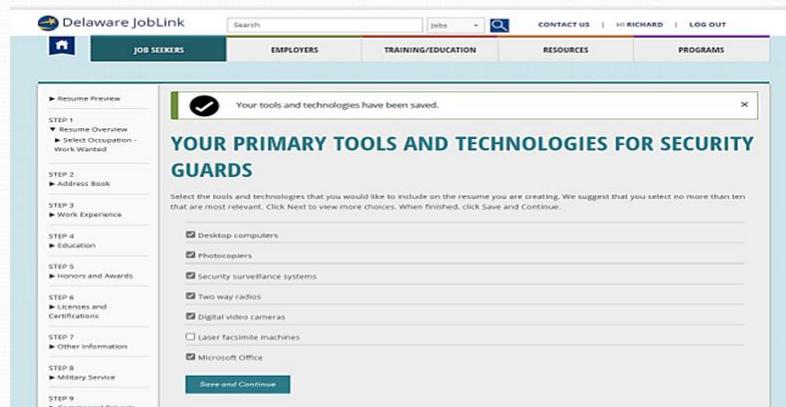
Your Tools And Technologies

Select all the tools and technologies that you used on this job.



Your Primary Tools & Technologies

Select the tools and technologies that you would like to include on your resume.



Your Work Activities

Select all the work activities that you performed on this job.

The screenshot shows a web application interface for selecting work activities. On the left is a sidebar with navigation options: STEP 10 (References), STEP 11 (Review/Edit Selections), Case details for Stacy Forville, My Home Page, Admin Tasks, Upcoming Events, Employer Search, Job Search, Client Search, Client Search, Resume Search, Reporting, Fiscal, User Search, Help, My Profile, Log Out, and Statistics (9,101 Jobs, 11,057 Resumes). The main content area has a header 'If you need assistance, click to watch an instructional video' and a list of 20 work activities with checkboxes. The activities are: Getting Information, Communicating with Supervisors, Peers, or Subordinates, Documenting/Recording Information, Making Decisions and Solving Problems (checked), Monitor Processes, Materials, or Surroundings, Performing for or Working Directly with the Public, Processing Information, Identifying Objects, Actions, and Events, Resolving Conflicts and Negotiating with Others (checked), Training and Teaching Others (checked), Inspecting Equipment, Structures, or Material, Guiding, Directing, and Motivating Subordinates, Coordinating the Work and Activities of Others (checked), Evaluating Information to Determine Compliance with Standards, Establishing and Maintaining Interpersonal Relationships (checked), Updating and Using Relevant Knowledge, Organizing, Planning, and Prioritizing Work (checked), Developing and Building Teams (checked), Interpreting the Meaning of Information for Others, and Scheduling Work and Activities. At the bottom right of the list are page numbers '1 2 3 Next Last' and a 'Save and Continue' button.

STEP 10
▶ References

STEP 11
▶ Review/Edit Selections

Case details for:
Stacy Forville

My Home Page
Admin Tasks

Upcoming Events
Employer Search
Job Search
Client Search
Client Search
Resume Search
Reporting
Fiscal
User Search
Help
My Profile
Log Out

Statistics
9,101 Jobs
11,057 Resumes

If you need assistance, click to watch an instructional video

- Getting Information
- Communicating with Supervisors, Peers, or Subordinates
- Documenting/Recording Information
- Making Decisions and Solving Problems
- Monitor Processes, Materials, or Surroundings
- Performing for or Working Directly with the Public
- Processing Information
- Identifying Objects, Actions, and Events
- Resolving Conflicts and Negotiating with Others
- Training and Teaching Others
- Inspecting Equipment, Structures, or Material
- Guiding, Directing, and Motivating Subordinates
- Coordinating the Work and Activities of Others
- Evaluating Information to Determine Compliance with Standards
- Establishing and Maintaining Interpersonal Relationships
- Updating and Using Relevant Knowledge
- Organizing, Planning, and Prioritizing Work
- Developing and Building Teams
- Interpreting the Meaning of Information for Others
- Scheduling Work and Activities

1 2 3 Next Last

Save and Continue

Your Primary Work Activities

Select the work activities that you would like to include on the resume.

The screenshot shows a web-based resume creation interface. On the left is a sidebar with a navigation menu listing steps from 1 to 9. Step 1 is expanded to show 'Resume Overview' and 'Select Occupation - Work Wanted'. Step 3, 'Work Experience', is the current active step. The main content area has a notification at the top: 'Your work activities have been saved.' Below this is the title 'YOUR PRIMARY WORK ACTIVITIES FOR SECURITY GUARDS' and a sub-instruction: 'Select the work activities that you would like to include on the resume you are creating. We suggest that you select no more than five that are most relevant. When finished, click Save and Continue.' A list of ten activities follows, each with a checked checkbox: 'Assisting and Caring for Others', 'Coordinating the Work and Activities of Others', 'Developing and Building Teams', 'Establishing and Maintaining Interpersonal Relationships', 'Making Decisions and Solving Problems', 'Monitoring and Controlling Resources', 'Organizing, Planning, and Prioritizing Work', 'Performing General Physical Activities', 'Resolving Conflicts and Negotiating with Others', and 'Training and Teaching Others'. At the bottom of the list is a 'Save and Continue' button.

Work Experience Continued

If no further work experience needs to be added, click **I Have No More to Add**.

The [Education](#) page displays.

Education: Step 4 of 11

1. If this is your first resume in DJL, it is recommended that you add all of your education experience
 - Education experience can be used on multiple resumes without re-typing it, and you can choose which education experience to display on each resume.
 - If you do not have any education experience, click **I Have No More to Add**.
2. To add education, click **Add Education Experience**. The [New Education](#) page displays.
3. Complete the page and click Create Education.

Education continued

4. Depending on the area of study you provided on the New Education page, you may be asked to select a career program.
 - Select the program that most closely matches your area of study for this education experience.
 - If none of the programs are a good match, click Go Back to enter a different Area of Study.
 - This information will not appear on your resume, but will be used to better match you with available jobs.

Education continued

5. Education Experience Detail:

- Based on the area of study you selected, select talents, tools and technologies, or work activities related to this education experience.
 - Select all that apply to this education experience.
 - a. Your Talents for [Field of Study] : Select any talents that you gained during your education experience.
 - b. Your Primary Talents for [Field of Study]: From the list of talents selected, select the primary talents you want to display on your resume.
 - c. Your Tools & Technologies for [Field of Study] and Your Work Activities for [Field of Study]: Repeat previous steps for Tools and Technologies and Work Activities.
 - When you are done, click **Save and Continue**.
-

Education continued

6. Review for accuracy
 - Click the **Review and Edit Selections** button to edit your selections .
 - Click. **Update Education**
7. To add another education experience,
 - Click **Add Education** Experience.
 - a. To edit existing education, click the link in the School column.
 - b. To delete education experience, click Delete. When you are done, click **I Have No More to Add**.

Honors and Awards: Step 5 of 11

1. Under the Step 5 in the resume side menu, or from the Review/Edit Selections page, click Add New Award in the Achievements section.
 - a. The [Honors and Awards](#) page displays.
2. Click Add Honor or Award. The [Add an Honor or Award](#) page displays. Enter the information and click Create Award.
 - a. Title: (Text) Type the title of the award.
 - b. Description: (Text) Type a description of the award as you would like it to appear on the resume.
3. The [Honors and Awards](#) page displays with the new award added.
4. Add any additional honors or awards, and when finished, click I Have No More to Add.

The Review/Edit Selections page displays.

We encourage clients to list civic organizations which demonstrate Leadership or Customer Service skills etc.

Licenses and Certifications: Step 6

1. Click Licenses and Certifications under Step 6 in the resume side menu, or from the Review/Edit Selections page, in the Achievements section,
 - a. Click Add New Certification. The [Licenses and Certifications](#) page displays.
2. Click Add License or Certification. The [Add a License or Certification](#) page displays. Enter the following information and click Create Certification.
3. The [Licenses and Certifications](#) page displays with the new license or certification added.
4. Add any additional licenses or certifications, and when finished, click I Have No More to Add. The Review/Edit Selections page displays.

Other Information: Step 7 of 11

1. Click **Other Information** under Step 7 in the resume side menu, or from the Review/Edit Selections page, click **Add New Award** in the Achievements section. The [Other Information](#) page displays.
2. Click **Add Accomplishment or Other Information**. The [Add Other Information](#) page displays. Enter information and click Create Other section.
3. The [Other Information](#) page displays with the new accomplishment added. Add any additional accomplishments, and when finished, click **I Have No More to Add**.

The Review/Edit Selections page displays.

Military Service: Step 8 of 11

1. Click Military Service under Step 8 in the resume side menu, or from the Review/Edit Selections page, click Add New Military Service in the Military Service section.
 - The [Military Service](#) page displays.
2. Click Add Military Service Experience. The [Add Military Service](#) page displays. Enter the following information and click Create Military Service.
 - In what branch of service did you serve? (Drop-Down) Select appropriately.
 - Start Month/Year & End Month/Year: (Calendar/Text) Select the month and year. If the service has not ended, type “Present”.
 - Description: (Text) Type a description of the military service, such as job duties, honors or awards received, special achievements, etc.

Military Service continued

3. To edit entered service details, click the title. To delete any service, click Delete button.
4. Add any additional military service, and when finished, click I Have No More to Add.

The Review/Edit Selections page displays.

Commercial Drivers License: Step 9

1. Click Commercial Driver's License under Step 9 in the resume side menu, or from the Review/Edit Selections page, click Add Commercial Driver's License in the Driver's License section.
 - The [Commercial Driver's License](#) page displays.
2. Select the type of license.
3. Select any endorsements or restrictions according to the type of license chosen.
4. Click Update job seeker.

The Review/Edit Selections page displays, with the driver's license added.

References: Step 10 of 11

1. Click References under Step 10 on the resume side menu, or from the Review/Edit Selections page, click Add New Reference.
 - The [References](#) page displays.
2. Click Add Reference. The [Add Reference](#) page displays. Enter the information and click Create Reference.
3. The [References](#) page displays. When you are done, click I Have No More to Add.

The [Review/Edit Selections](#) page displays with the new reference appearing in the References section.

We advise clients to contact All References First to ensure the person wants to be listed and will give a good reference.

Review/Edit Selections: Step 11

Review and select which information you would like to include on this resume.

1. You can edit the text of your Objective Statement or your Summary of Qualifications on this page.
2. Select the check boxes next to the information you would like to include on this resume. When you are finished, click **Save and Continue**.
3. DJL may make some suggestions that will improve your resume. To go back and make revisions, click **Go back and revise my resume**. To ignore the suggestions, click **Proceed** anyway.

Resume Preview

1. The [Resume Preview](#) page will display or when you click Resume Preview in the top corner of the left-hand navigation menu.
2. To make any other changes, return to the Review/Edit Selections page by clicking Edit Selections.
3. If you wish to print or download the resume or references, at the top of the resume preview, select from the following:
 - Download/Print PDF
 - Download/Print Word
 - Preview References
4. Click the **Finish** button. The resume has been saved in DJL and will be available from your My Resumes page.

Click PUBLISH to have your resume available for employers to select.

BEST PRACTICES FOR HELPING JOB SEEKERS – 2023 Convening Workshop

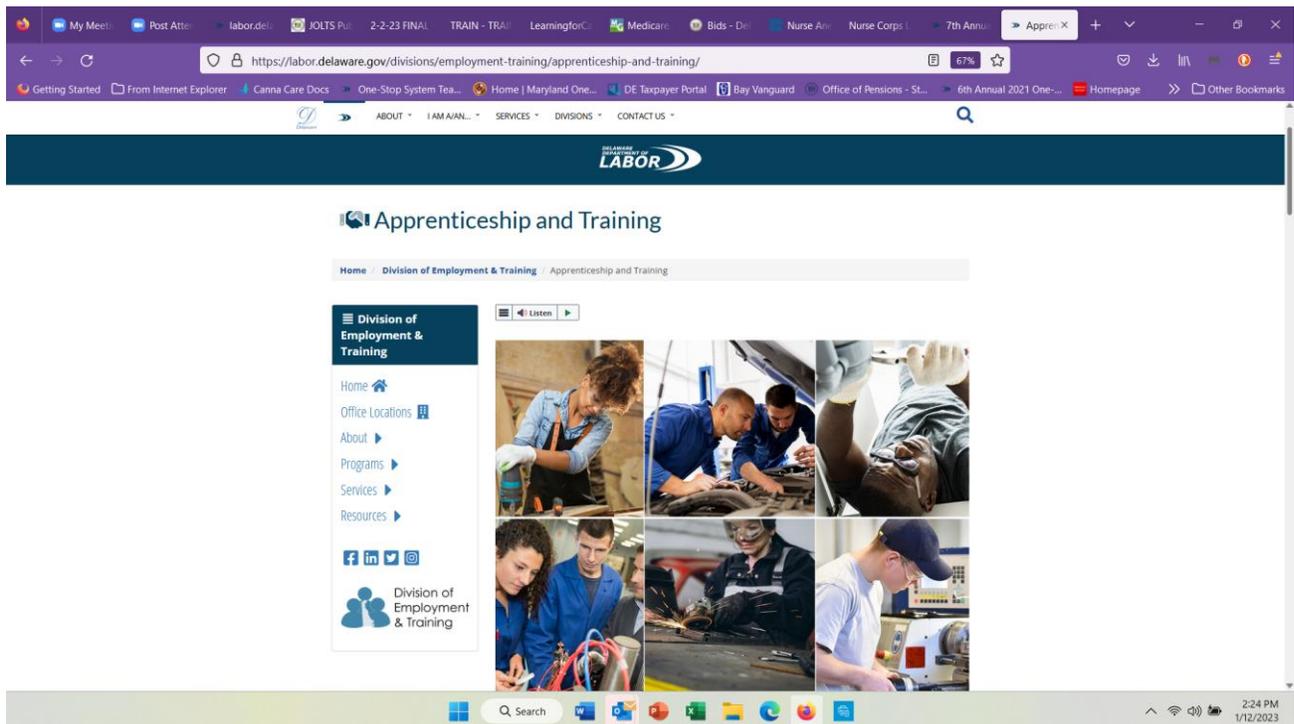
Delaware's Registered Apprenticeship Program



How do I get into a Registered Apprentice Program?

Registered Apprenticeship Programs are managed by the State Registered Sponsor organizations. In most cases these sponsors are the employers providing the On-the-Job training. There are steps you can take to help become a Registered Apprentice:

1. Create an account on <https://joblink.delaware.gov/> and search for employers hiring in the field in which you would like to work. In your job search, explain to employers that you are interested in taking advantage of the State's Registered Apprenticeship program and would like them to sponsor you.
2. Search for Registered Sponsors in your trade of choice on <https://labor.delaware.gov/divisions/employment-training/apprenticeship-and-training/>. You can narrow the search by location to find sponsors in your area.



3. Lastly, you can enroll in Trade Extension classes at your local Vo-tech Adult Ed. Division. This alone does NOT make you a Registered Apprentice. The tuition will not be waived until you are sponsored by an employer as a Registered Apprentice. However, you may meet other apprentices in the class that can inform you of sponsors who are hiring in your area. Additionally, vocational-technical schools may have career services departments that may be able to assist you with employment with a sponsor.

o New Castle County Vo-Tech (New Castle County): [302-683-3652](tel:302-683-3652)

o PolyTech (Kent County): [302-697-4545](tel:302-697-4545)

o Sussex Tech (Sussex County): [302-856-9035](tel:302-856-9035)